



CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION AND MARINE

2760 Studebaker Road, Long Beach, CA 90815-1697
(562) 570-3100 (562) 570-3109

CLERK TYPIST II **PERMANENT/PART-TIME (UNCLASSIFIED)** **\$12.59 - \$17.07 PER HOUR (LIMITED BENEFITS)**

The Department of Parks, Recreation and Marine, Business Operations Bureau, is seeking a detail-oriented person to provide clerical support to the Community Information Division. The Division is responsible for Department marketing functions, which includes media relations, community outreach, website maintenance, graphic design, and printing.

EXAMPLES OF DUTIES

- Answer phones and refer calls to the appropriate staff member;
- Compose, type, edit and proof various documents, including letters, memos, reports and flyers;
- Coordinate Division information for Commission reports and City Manager updates;
- Maintain Department's Intranet website and media list database;
- Perform accounting transactions; process Division timesheets;
- Maintain Division files; sort and process incoming and outgoing mail;
- Clarify information and track status of graphics jobs and coordinate proofing with field staff;
- Coordinate pick-up of completed printing jobs; coordinate City Hall Reprographics requests;
- Coordinate photography services; process language translation requests;
- Assist the Marketing and Customer Service Committee, i.e., meeting set-up, prepare agendas and minutes;
- Order office supplies and certify shipping receipts for payment;
- Distribute promotional material to media, parks, libraries and community organizations;
- Coordinate special projects; and
- Perform other related duties as assigned.

QUALIFICATIONS

- Excellent oral communication and interpersonal skills;
- Strong word processing skills;
- Ability to work in a fast paced environment;
- High School Diploma or G.E.D. and a valid California Driver's License is required;
- Website maintenance experience or a willingness to be trained to update the Department's Intranet site is desirable.

This is a permanent part-time position. The successful candidate will work 32 hours per week scheduled between 7:30 a.m. and 4:30 p.m., Monday through Friday. Occasional evening and weekend hours are scheduled with advance notice. Applicants are asked to submit their typewritten resume and letter of interest, **no later than 4:30 p.m., Friday, June 16, 2006, to:**

Jane Grobaty, Superintendent, Community Information Division
Department of Parks, Recreation and Marine
2760 Studebaker Road
Long Beach, CA 90815

The City of Long Beach is an Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact (562) 570-3187.